

STEP BY STEP GUIDE FOR USING CONVOCATION SYSTEM (Info365)

1. Firstly, you can access Convocation system in (<https://info365.uniten.edu.my/info365>). Please login using your StudenID and Password.



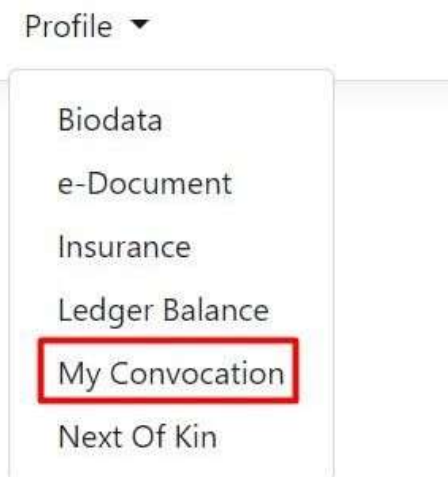
Sign in

<https://info365.uniten.edu.my>

Username

Password

2. Then, click on menu Profile → My Convocation.



3. Fill out the Convocation form. Then click Update button after finished.
a)

Convocation Information

Congratulations! Approval has been obtained for you to graduate.

Your convocation session for Bachelor of Computer Science (Software Engineering) (Hons) :

Name:

Student ID:

Session: 28th Convocation 2026 (Session 1)

Date and Time: 10/10/26 (Saturday) 07:00:00 AM

Message:

[Update Message](#)

This message will be displayed on screen when you are on stage. Please limit to 40 characters only.

Photo:

No photo uploaded yet.

You can upload a photo of yourself in .jpg/.jpeg format. It will be displayed on screen when you are on stage during the Convocation ceremony. Please ensure it is less than 2MB in size.

[Upload Photo](#)

Venue :

Deewan Sri Sarjana (DSS)
Universiti Teranga Nasional
Putrajaya Campus
Jalan IKRAM - UNITEN
43000 Kajang, Selangor

***Please update your bank account number for self-fund reimbursement purposes. For further information, you may contact the Finance Department.Email: financehelpdesk@uniten.edu.my ([Click Here](#)).

Caution Deposit (Wang Hemat Diri)

***With just RM30 as lifetime membership fee, you can become a UNITEN Alumni Association (UAA) member with privileged benefits. [Register now!](#)

- b)

Please confirm your attendance to
the Convocation (Session 1):

☐ I will attend

☐ I will not attend

Kindly update your current status:

Please select

OPTIONAL

Special Needs (For Graduands/Parents with Disabilities (OKU) Only)

[Update](#)

4. System will populate all the total amount that needs to be paid in the next webpage. Then you can choose to pay using FPX or Flywire.

Attendance and Status Information

Attend Session 1 :
Yes

Current Status :
Employed (including received offer letter and starting employment soon, own business, joined family business, temporary job)

List of Items to Pay (RM) :

Convocation Fees for PG	350.00
Convocation Robes Deposit	600.00
Total Amount (RM)	950.00

- The Convocation Fee will not be refunded.

- Deposit will be refunded within 20 - 30 working days [via local bank only] upon returning the academic attire to the Convocation Secretariat, subject to the robe being returned in good condition. Kindly provide the recipient's bank name and account number when completing the convocation attendance form for refund purposes.

[28th Convocation Terms And Condition.](#)

☐ I have read, understood, and agree to the terms, conditions, and regulations presented to me. Should I violate or fail to comply with any of them, I accept that I may be expelled and barred from attending the Convocation Ceremony of Universiti Tenaga Nasional.

[Pay using FPX](#) (Local & International Student - using Malaysian Bank Account)

[Pay using Flywire](#) (International Student - using Foreign Account Bank)

5. You are required to tick the box above in order to proceed with payment and confirm your attendance.
6. Once payment is done and successful, you will be redirect to the page that shows all the Convocation items that have been paid and you can print receipt by clicking 'Print Receipt' button.

a)

Attendance and Status Information

Attend Session 1 :
Yes

Current Status :
Employed (including received offer letter and starting employment soon, own business, joined family business, temporary job)

[Print Receipt](#)

Paid Items -

Convocation Fees (RM):	350.00
Convocation Robes Deposit (RM):	600.00
Total Amount (RM)	950.00

b)



Universiti Tenaga Nasional (398494K)
The Energy University
Putrajaya Campus, Jalan IKRAM-UNITEN, 43000 Kajang, Selangor, Malaysia.

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Fax : +6 03-8921 2119
www.uniten.edu.my

UNIVERSITI TENAGA NASIONAL (398494K)
RESIT RASMI (OFFICIAL RECEIPT)
FIN-750-005-QR-01

Diterima daripada (Received From) :

No.Transaksi FPX (FPX Transaction No.) :

Tarikh (Date) : 04/10/2023

Amaun (Amount) : RM 301.50

Sesi (Session) : 1

Tarikh Sesi (Session Date) : 16/11/2024

JENIS BAYARAN (MODE OF PAYMENT)
FPX : RM 301.50

MAKLUMAT BAYARAN (PAYMENT DETAILS)
Convocation Fees RM 300.00
Bank Charges RM 1.50

7. Please click on the '**Click Here**' link button if you want to update your personal bank account and Yes or No for refund purposes.

a)

Venue :
Dewan Seri Sarjana (DSS)
Universiti Tenaga Nasional
Putrajaya Campus
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43000 Kajang, Selangor

***Please update your bank account number for self-fund reimbursement purposes. For further information, you may contact the Finance Department.Email: financehelpdesk@uniten.edu.my [\(Click Here\)](#).  **Caution Deposit (Wang Hemat Diri)**

***With just RM30 as lifetime membership fee, you can become a UNITEN Alumni Association (UAA) member with privileged benefits [Register now!](#)

b)

GIVING BACK TO UNITEN

Dear friends of UNITEN,

Since its inception in 1997, UNITEN has educated more students both local & international. In the last decade, UNITEN has progressed & transformed itself into one of the premier universities in the country and region. As UNITEN strives toward to be a center of excellent in teaching, research, and innovation in the field of engineering, information technology, & business, we have embark ambitious projects to propel us to be the best university of Malaysia.

Today, we ask you to support UNITEN's goals by making a gift to the UNITEN's Endowment Fund. We hope you will consider giving in the Endowment Fund in whatever way you can to support our future excellent.

Thank You.

Please choose if you agree or disagree to contribute Caution Deposit (Wang Hemat Diri) to the University's Endowment Fund.

☒ Agree

Amount

Enter amount

☐ Disagree

Please update your bank account for refund purposes.

*Please be informed that the refund process will commence one day after the end of the convocation ceremony and will be carried out on a staggered basis, subject to complete and accurate information submitted to us.

Bank

CIMB Bank Berhad

Bank Account

Email

*Any enquiry, kindly submit to <http://bit.ly/FINANCEENQUIRIES> & will be attended during office hours.

Update